

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST	2. AGENCY	3a. POSITION NO.
KAMPALA	USAID	358272100205
3b. SUBJECT TO IDENTICAL POSITIONS? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Agencies may show the number of such positions authorized and/or established:		

4. REASON FOR SUBMISSION
<input type="checkbox"/> a. Reclassification of duties: This position replaces Position No.: _____ Title: _____ Series: _____ Grade: _____
<input checked="" type="checkbox"/> b. New Position
<input type="checkbox"/> c. Other (explain):

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority: MClass				
b. Other:				
c. Proposed by Initiating Office:	AID Project Management Specialist (OVC)	FSN-11		

6. POST TITLE POSITION (if different from official title) Orphans Vulnerable Children (OVC) Specialist	7. NAME OF EMPLOYEE Vacant
8. OFFICE/SECTION:	a. First Subdivision: Education, Youth & Child Dev. Office
b. Second Subdivision:	c. Third Subdivision:

APPROVALS AND SIGNATURES SECTION	
9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.
Typed Name and Signature of EMPLOYEE Date (mm-dd-yy)	Typed Name and Signature of SUPERVISOR Date (mm-dd-yy)
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.
Typed Name and Signature of SECTION CHIEF or AGENCY HEAD Date (mm-dd-yy)	Typed Name and Signature of Human Resources Officer Date (mm-dd-yy)

13. BASIC FUNCTION OF POSITION

The AID Project Management Specialist (Orphans and Vulnerable Children – PMS/OVC) position is located in the Education, Youth and Child Development (EYCD) Office. The office covers the Education, Youth and Orphans and Vulnerable Children (OVC) Portfolios. This position supports cross-cutting activities with the Health and HIV Office, the Economic Growth Office and the Democracy Rights and Governance office to ensure coordination of services for OVC.

Recognizing the global HIV/AIDS pandemic as one of the greatest health challenges of our time, President George W. Bush announced the President's Emergency Plan for AIDS Relief (PEPFAR) in 2003. Uganda receives approximately US\$200M in FY funds to support a comprehensive HIV/AIDS prevention, care, and treatment program, including support for OVC, systems strengthening, and overall improvements in service delivery. The OVC earmarked funds amount to approximately US\$22M per year.

The PMS (OVC) serves as AOR/COR of OVC activities and is the technical expert in OVC and related PEPFAR and non-PEPFAR technical areas of service provision and support to OVC.

S/he is a key member of the EYCD Office. The Specialist provides technical and professional leadership to plan, implement, monitor, and oversee selected activities related to OVC children and youth. The Specialist has responsibility for ensuring coordination of OVC programs funded by the USG through a variety of governmental and non-governmental partners at provincial, district, and community levels. The role of the Specialist includes planning, designing, organizing, directing, and coordinating development programs and arranging for monitoring and evaluation of activities implemented by NGOs, CBOs, UN Agencies, and other partner organizations through grants, cooperative agreements, and/or contracts. The Specialist is responsible for PEPFAR program activities that strengthen community-level capability to cope with the increasing number of children affected or infected by HIV/AIDS and those made orphans by the disease, to ensure that the OVC program is comprehensive and broad-based, and to ensure that implementing partners (IPs) follow host-government OVC guidance as well as conform to Mission and PEPFAR guidance for OVC programming.

Requiring a multi-sectoral response to effectively address the needs of OVC planning, management, implementation and monitoring must be in concert with key USAID focal areas including HIV, Education, Health, and Economic Growth. The Specialist is responsible for identifying and building/strengthening linkages with other HIV initiatives and activities such as pediatric care and treatment, HIV counseling and testing, prevention of mother to child transmission of HIV, HCT and PMTCT, and prevention for youth interventions as well as education, health, nutrition and economic strengthening.

The Specialist applies community-based services knowledge and experience to help achieve higher levels of service availability for communities, and a higher quality of life for children affected by HIV/AIDS in Uganda.

14. MAJOR DUTIES AND RESPONSIBILITIES**% OF TIME****a. Program Management – 60%**

The Specialist manages all activities related to OVC in USAID cooperative agreements and contracts. Key program management activities for the OVC Specialist are those included in the AOR/COR Designation letter and include:

1. Program Planning

- Provide sound technical advice that will strengthen USG program policy in OVC, based on an in-depth knowledge of household economic strengthening, social protection, families, and communities that care for OVC. Requires close collaboration and coordination with the HIV, Health, Education, Agriculture and economic strengthening portfolios.
- Develop, in collaboration with office and Mission staff the strategic direction for the OVC portfolio within the Mission priorities including goals, and objectives for long-range implementation of programs.
- Provide planning expertise in delineating program focus and developing program orientation within PEPFAR guidance and in coordination with HIV team.

- Exercise good judgment and discretion in resolving program-related issues and conflicts.
- Collaborate with the USAID Community-Based programs to coordinate programs based in the same communities.

2. Technical Oversight

- Contribute to annual PEPFAR Country Operational Plan (COP) preparation and reporting.
- Provide technical advice during USG discussions on improving OVC programs.
- Provide overall technical guidance and leadership, emphasizing evidence-based best practices.
- Provide technical advice to implementing partners in the role of AOR/COR
- Conduct and analyze program evaluations to redefine concepts and criteria for new and expanding programs.

3. Project Management

- Provide continuity to current programs and instruction and guidance for the start up of new activities.
- Participate in Mission review of technical proposals in the area of OVC by potential grantees, to ensure that proposals are technically sound, realistic, and meet the needs of OVC and communities.
- Prepare required authorization documents for signature of the responsible Mission official, and track disbursements to program partners.
- Carry out all AOR/COR duties
- Prepare and amend USAID documentation, including MAARDS, Action Memoranda, scopes of work, and budgets for assigned activities in a timely and efficient manner and consistent with USAID regulations and policies.

4. Monitoring, Evaluation, and Reporting

- Assist partners in reporting all essential services provided to OVC according to Office of Global AIDS Coordination (OGAC) and USAID reporting guidelines.
- Supervise the maintenance of project records and the preparation of periodic reports of activity status.
- Evaluate the performance of IP organizations involved in OVC activities.
- Conduct periodic field visits to identify and assess the quality of services and the impact of program inputs, and to ensure regular communication with IPs and counterparts at all levels.
- Monitor activity progress, implementation quality, and adherence to budgets.
- Monitor program resources allocated to OVC activities to ensure that they are being used effectively to implement their respective programs.
- Report implementation obstacles to the Community-Based Care Specialist and other relevant OVC Team members, and make appropriate recommendations to resolve them.

b. Coordination with USG and Key Stakeholders – 30%

- Maintain regular contact with Ministry officials, in order to enhance appropriate policy development and guidance documents for OVC service providers.
- Maintain close contact with relevant district and local governmental officials, particularly in focal areas.
- Actively participate in the coordination between USAID, PEPFAR, Interagency, other USG implementers, and key stakeholders involved in improving OVC services in Uganda, such as the Department of Labor.
- Maintain regular contact with professional counterparts at the national level.
- Encourage coordination and collaboration between USAID-funded programs for OVC for enhanced service provision, and implement a central data-base for OVC for easier record keeping and retrieval of data for reporting.
- Represent the interests of USAID program objectives, using both diplomacy and technical clarity in discussions related to program concerns and issues.
- Arrange for and utilize out-side technical assistance to further enhance implementation of program activities.

c. Other Duties – 10%

The Specialist adjust assigned duties and responsibilities as the OVC and USG HIV/AIDS program develops, and as guidance and requirements evolve under PEPFAR or subsequent initiatives. Other duties will also include:

- Organizing site visits and preparation of orientation documents as required.
- Preparing reports for the Mission for internal and external distribution.

- Attending appropriate USAID-sponsored training.

Performs other duties as assigned or required.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- Education:** Bachelor's Degree in Child Development, Social Work, International Development, Community Development, or the equivalent in a job-related field is required. An advanced Degree in one of the above fields is desirable.
- Prior Work Experience:** At least seven (7) years of progressively responsible professional experience in community-based service provision, with an emphasis on Household Economic Strengthening, Child Development or Social Protection, OVC service provision (including HIV care and treatment), which includes at least 6 years of planning, developing, managing, and evaluating OVC programs and community activities with donor organizations, host-country organizations, and/or non-governmental organizations; and, analyzing program data and presenting findings in written or oral form.
- Post Entry Training:** Completion of formal COR/AOR certification courses is required to effectively manage activities. Other formal, informal, and/or self-taught familiarization and orientation in USAID specific procedures, regulations and methods will be provided or scheduled as available to gain a good understanding of the PEPFAR program and relevant OVC guidance for easy implementation.
- Language Proficiency (List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):** Level IV (fluent) English language proficiency, speaking and writing, is required.
- Job Knowledge:** Strong knowledge of OVC activities in Uganda and in other sub-Saharan African countries, including lessons learned that are applicable to Uganda; and, a thorough understanding of the social, economic and cultural determinants and implications of the HIV epidemic on children in Uganda. Expert knowledge of OVC policies of the MMAS, including OVC Action Plans; understanding of other donor involvement in OVC support programs; understanding of community-based care activities and household economic strengthening as carried out in Uganda; and, knowledge of US government and PEPFAR policies, regulations, procedures, and documentation. In-depth knowledge of social protection systems strengthening and service delivery is a must.
- Skills and Abilities:** Technical expertise in OVC support programs; ability to develop and maintain effective working-level and management-level contacts within OVC activities in government and NGOs; ability to work effectively with team and interagency environments, and to train, mentor, and coordinate well with others; ability to interpret regulatory directives and related guidance; excellent computer skills, including Word, Excel, database software, E-mail, and the internet; strong management skills, including financial management administrative, and monitoring skills used to track the performance of implementing partners and activities; ability to present information, analyses, and recommendations in clear written and oral formats; and, the ability to travel to provinces and within districts.

16. POSITION ELEMENTS

- Supervision Received:** Works under the general supervision of the EYCD/OVC Team Leader. Assignments are made orally and in writing. Most assignments occur in the normal course of the work, but the incumbent is required to determine those that must be coordinated with the supervisor. The supervisor provides a review of the assignment, the goals and objectives to be achieved, and the results expected. The incumbent will seek advice and assistance as required. Work is reviewed in terms of results achieved.
- Supervision Exercised:** Continuing supervision of other Mission staff is not contemplated. However, incumbent is expected to mentor and provide guidance to staff and to work collaboratively with colleagues.
- Available Guidelines:** USAID operating policies in Mission Orders, Automated Directive Systems, Standardized Regulations, the Federal Acquisition Regulations and oral instructions from the Supervisor. Other guidance is from the Office of the Global AIDS Coordinator, which directs the emergency Plan and oversees the multi-Year Strategic plan in Uganda; the Interagency Care Technical working group; and, relevant Government of Uganda documents relating to AIDS treatment and the the Mission's Country Development Cooperation Strategy .

- d. **Exercise of Judgment:** The Specialist works closely with relevant Mission and other USG agency colleagues, and the technical staff of cooperating partners (donors, and NGOs). Exercises significant judgment in resolving technical, financial and/or operational problems encountered during that process, as well as in determining the need for consultation with superiors when circumstances require.
- e. **Authority to Make Commitments:** The incumbent exercises the authority given to activity managers and AOR/CORs, and may make administrative arrangements consistent with ADS guidance and Mission policy. The incumbent takes action and establishes priorities based on available guidelines and professional judgment. Guidance is sought when needed, and the supervisor inform of activity and project status. Within the scope of the authority delegated, the incumbent may indicate to ranking counterpart and IP officials that they will make a recommendation to USAID on a specific activity issue or problem. The incumbent may negotiate *ad referendum* for the immediate supervisor.
- f. **Nature, Level, and Purpose of Contacts:** The Specialist interacts with tact and good judgment with mid to senior level officials, both inside and outside the USG Team. Interacts with colleagues and partners of the USG Team for purposes of managing program implementation effectively, collecting needed information, and communicating about project activities.
- g. **Time Expected to Reach Full Performance Level:** One year.